AMERICAN ORTHOPAEDIC
FOOT & ANKLE SOCIETY®

RECONSTRUCTION • SPORTS MEDICINE • TRAUMA • TECHNOLOGY

ORTHOPAEDIC FOOT & ANKLE
OUTREACH & EDUCATION FUND

6300 N. River Road, Suite 510
Rosemont, IL 60018

800-235-4855 or 847-698-4654 (outside US)
847-692-3315 (fax)

www.aofas.org
aofasinfo@aofas.org

Dear Exhibitor:

We welcome you as an exhibitor at the AOFAS Annual Meeting at The Westin Diplomat in sunny Hollywood, Florida, July 17-20, 2013.

This Exhibit Service Kit provides you with all the detailed information you will need to complete arrangements for your exhibit space, including electrical, internet access, shipping & handling, furniture rental(s), etc. It is important that you read the entire kit, as it contains valuable information.

Shepard Exposition Services has been selected as the official general services contractor for this meeting. For any questions relative to the products and services contained in this kit, please contact:

Shepard

Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Customer Service Phone:	(407) 888-9669
Customer Service Fax:	(407) 888-2301
Customer Service Email:	orlando@shepardes.com
Event Code:	F166160713

For any other questions please contact:

AOFAS Show Management
Debbie Whalen, Exhibits/Corporate Support Mgmt.
dwhalen@aofas.org
Office: 847.384.4384
Cell: 630.207.1630
Fax: 847.692.3315

We look forward to working with you in the coming weeks, and to seeing you in Hollywood!

Regards,

Debra M. Whalen
AOFAS Exhibits/Corporate Support Mgmt.

AOFAS Annual Meeting
Preliminary Exhibitor Schedule of Events

Exhibitor Installation:

Wednesday, July 17	7:00am – 2:00pm

Exhibitor Dismantle:

Friday, June 19	11:00am – 5:00pm

Exhibitor Registration – Great Hall Foyer

Wednesday, July 17	7:00am – 8:00pm
Thursday, July 18	8:00am – 1:30pm
Friday, July 19	6:00am – 10:30am

Exhibit Hall Hours – Great Hall 4-6

Wednesday, July 17	6:00pm – 8:00pm
~ Welcome Reception ~	
Thursday, July 18	8:00am – 1:30pm
Friday, July 19	6:15am – 10:30am

AOFAS General Session – Great Hall 3

Wednesday, July 17	6:30am – 4:00pm
(no exhibits on Wednesday)	
Thursday, July 18	7:15am – 12:30pm
Friday, July 19	6:55am – 1:00pm
Saturday, July 20	7:30am – 12:30pm
(no exhibits on Saturday)	

NOTE: With the exception of the Welcome Reception, exhibit hall and general session hours may be subject to change based on finalization of the scientific program.

EXHIBITOR BADGE ORDER FORM

~ ~ ~ ~ ~

AOFAS ANNUAL MEETING
July 17-20, 2013 – The Westin Diplomat – Hollywood, FL

Each exhibiting company will receive two (2) complimentary badges per usable 8'x10' space.
Additional badges will be charged at $275 per representative (by June 15, 2013).
Badge orders received June 16 or later will be charged $300 per representative.

~ ~ ~

NOTE: *Annual Meeting mobile app requires an email address for each person to login and utilize personalized features.*

COMPANY NAME:_____

BADGE NAME 1:_____

~Complimentary~

_____ _____
Email address for AM Mobile App Access *Cell # for onsite contact*

BADGE NAME 2:_____

~Complimentary~

_____ _____
Email address for AM Mobile App Access *Cell # for onsite contact*

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Island/Peninsula Booth - Hanging Sign Approval Form

DEADLINE: June 15, 2013

► No signs or banners will be hung without prior written approval from AOFAS Show Management. Should there be any discrepancy between what AOFAS Show Management approved and what is actually hung on site, the sign will be removed at the exhibitor's expense.

► All requests for hanging signs must be accompanied by a detailed drawing or photo for inspection by AOFAS Show Management and Shepard Expo Services.

► Diagrams must clearly detail ALL relevant dimensions accurately.

► Once approved, you will receive an email from AOFAS Show Management with your written approval noted.

► Rigging must be done by PSAV, the onsite vendor. Ordering information is included in the Exhibit Service Kit.

► Please email this form and detailed diagram/photo to dwhalen@aofas.org or fax to (847) 692-3315.

Company & Booth Details: * *Required*

Exhibiting Company: *_____

Booth #: *_____

Booth Size: * ☐ 16' x 20' ☐ 16' x 30' ☐ 30' x 40'

Contact: *_____

Email address: *_____

Phone: *_____

Sign Details:

Height: *_____ Width: *_____

# of feet from floor to top of sign: *_____ **NOTE:** ***Signs cannot be hung higher than 26' from the floor.***

Brief Description: *_____

_____

_____

_____

Office Use Only

_____*Approved* _____ *Not Approved*

_____ *Approved with the following revisions*_____

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SHOW INFORMATION

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) Wastebasket per 10' of in-line booth space
(2) Wastebaskets per island booth
**Please see the Booth Package Confirmation form to order additional complimentary booth furnishings

Show drape color(s): Black
Aisle carpet color: Facility is carpeted

***Please Note: The maximum booth height, including a hanging sign, is 26' ***

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	**Tuesday, July 16, 2013**	**7:00 AM - 5:00 PM**	For island booths only
	Wednesday, July 17, 2013	**8:00 AM - 2:00 PM**	
Exhibit Hours:	**Wednesday, July 17, 2013**	**6:00 PM - 8:00 PM**	
	Thursday, July 18, 2013	**8:00 AM - 1:30 PM**	
	Friday, July 19, 2013	**6:15 AM - 10:30 AM**	
Exhibitor Move-out:	**Friday, July 19, 2013**	**10:30 AM - 7:00 PM**	
Freight Re-route Time:	**Friday, July 19, 2013**	**7:00 PM**	

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Wednesday, June 19, 2013**	
Discount price deadline for all Shepard orders:	**Wednesday, June 26, 2013**	
First day for warehouse deliveries without a surcharge:	**Wednesday, June 19, 2013**	
Last day for warehouse deliveries without a surcharge:	**Wednesday, July 10, 2013**	
First day freight can arrive at show facility:	**Wednesday, July 17, 2013**	**at 8:00 AM**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
AOFAS Annual Meeting
c/o UPSF/Clover Systems
1910 NW 97th Ave
Miami, FL 33172

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
AOFAS Annual Meeting
Westin Diplomat Resort and Spa-Hollywood
3555 South Ocean Drive
Hollywood, FL 33019

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

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BOOTH PACKAGE CONFIRMATION

AOFAS Annual Meeting

July 17 - 19, 2013

Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Deadline Date: June 26, 2013

BOOTH PACKAGE CONFIRMATION PAGE

The following package is offered at no charge:
8' High backwall drape, 3' High sidewall drape (In-line booths)
7" x 44" Cardstock Identification Sign (In-line booths)
(1) Wastebasket per 10' of in-line booth space
(2) Wastebaskets per island booth

Please confirm if you would like additional complimentary booth furnishings, or if you will order items from the Exhibitor Service Manual a la carte.

****Please check one of the following:**

☐ **Booth Package**
YES, I would like the complimentary booth package delivered to my booth at no charge.
Please indicate your package quantity below. See chart with maximum package allowances based on booth size.

☐ **Items a la carte**
No, I do NOT require the complimentary package and will be ordering additional items in its place which will be billed direcly to the exhibitor.

BOOTH PACKAGE CONTENTS (50260)

Qty.	Code	Item Description
	5004606	1 - 6'L x 24"W x 30"H Skirted Table - Black
	50020	2 - Upholstered Side Chairs

Maximum allowances are as follows:
10' x 10' booth (1) package maximum (50260A)
10' x 20' booth (2) package maximum (50260B)
10' x 30' booth (3) package maximum (50260C)
20' x 20' booth (2) package maximum
20' x 40' booth (2) package maximum
Booths larger than 20' x 40' (3) package maximum

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

	Total	$
6.000%	Tax*:	$
	Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
* All tax rates are subject to change.

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ONLINE ORDERING INSTRUCTIONS

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on AOFAS Annual Meeting
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = AOFAS2013

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?"
   and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

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PAYMENT AUTHORIZATION

AOFAS Annual Meeting
July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Discount Deadline: June 26, 2013

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - AOFAS Annual Meeting
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐ Pay by Check* ☐ Pay by Wire* ☐

Credit Card #: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Expiration Date:** ☐☐☐☐ Month Year

Billing Address: _____ **Security Code:** ☐☐☐☐

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

Shepard Exposition Services

SHEPARD TERMS & CONDITIONS

AOFAS Annual Meeting

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

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THIRD PARTY PAYMENT AUTHORIZATION

AOFAS Annual Meeting
July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Discount Deadline: June 26, 2013

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture ☐ Exhibit Display Rentals ☐ Overhead Rigging/Labor
☐ Carpet ☐ Cleaning ☐ Installation/Dismantling Labor
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Logistics/Transportation Notes: _____
☐ Other (please specify): _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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EXHIBITOR APPOINTED CONTRACTOR

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Deadline Date: June 19, 2013

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

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Event Code: F166160713 **Discount Deadline: June 26, 2013**

SIGNATURE SERIES PACKAGES

AOFAS Annual Meeting
July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Signature Series - We Make Exhibiting EZ!!

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE

~ 8'x10' Expo Carpet *(Select Color)* 50401
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 6'Lx42"H Skirted Counter *(Select Color)* 50047
- ☐ (01) Red ☐ (04) Gold ☐ (07) Burgundy
- ☐ (02) Green ☐ (05) Blue ☐ (10) Grey
- ☐ (03) White ☐ (06) Black ☐ (13) Teal

~ (2) Padded Stools with Back 50024
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft 47011
~ 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66320		810.85	1054.10	

200 SERIES PACKAGE

~ 8'x10' Expo Carpet *(Select Color)* 50401
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

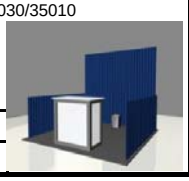
~ 30" Star Base Pedestal Table 50032
~ (2) Padded Arm Chairs 50021
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47011
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66323		651.70	847.20	

300 SERIES PACKAGE

~ 8'x10' Expo Carpet *(Select Color)* 50401
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 1 Meter Locking Cabinet (LC3) 66284
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47011
~ Up to 200 lbs. Material Handling* 35030/35010

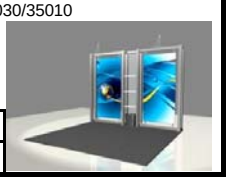


	Qty.	Discount	Regular	Amount
66326		762.05	990.65	

400 SERIES PACKAGE

~ 8'x10' Expo Carpet *(Select Color)* 50401
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 10'x10' New York Booth 66262
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47011
~ Up to 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66329		2359.50	3067.35	

*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.

☐ **GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).
☐ **GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop.

Discount	Regular
109.25	142.05
316.25	411.15

Subtotal:	$
6.000% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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Event Code: F166160713

EXPO FURNISHINGS

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Discount Deadline: June 26, 2013

TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
Green (02) Blue (05) Grey (10)
White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	86.75	112.80	
50046			6'L X 30"H	104.50	135.85	
50050			8'L X 30"H	134.00	174.20	
50043			4'L X 42"H	134.20	174.45	
50047			6'L x 42"H	171.85	223.40	
50051			8'L x 42"H	202.05	262.65	
50052			4th Side 30"	52.25	67.95	
50171			4th Side 42"	67.10	87.25	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	78.65	102.25	
50044		6'L X 30"H	92.05	119.65	
50048		8'L X 30"H	110.70	143.90	
50041		4'L X 42"H	88.55	115.10	
50045		6'L x 42"H	110.70	143.90	
50049		8'L x 42"H	123.45	160.50	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	47.60	61.90	
50084		6'L X 6"H	60.65	78.85	
50086		8'L X 6"H	76.95	100.05	
50083		4'L X 12"H	96.45	125.40	
50085		6'L x 12"H	120.00	156.00	
50087		8'L x 12"H	133.75	173.90	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	22.90	29.75	
50078		6'L X 6"H	32.20	41.85	
50080		8'L X 6"H	41.70	54.20	
50077		4'L X 12"H	44.45	57.80	
50079		6'L x 12"H	63.50	82.55	
50081		8'L x 12"H	77.55	100.80	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	52.25	67.95	
50021		Arm Chair	97.75	127.10	
50024		Stool w/back	109.25	142.05	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	15.75	20.50	
50094		Floor Easel	31.00	40.30	
50245		Literature Rack	152.50	198.25	

Literature rack styles may vary based on location and availability.

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	194.05	252.25	
50092		Coat Rack	68.90	89.55	
50093		Garment Rack	194.05	252.25	

Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	56.60	73.60	
50102		Velvet Rope, 7'	90.40	117.50	
50095		Sign Holder, 22x28	134.30	174.60	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	15.10	19.65	

Please choose color from skirted table section.

Total Expo Furnishings:	$
6.000% Tax*:	$
Amount Due:	$

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CARPETING & CLEANING

AOFAS Annual Meeting

July 17 - 19, 2013
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Discount Deadline: June 26, 2013

EXPO CARPET - 16 OZ.

Choose Color:

Red (01) ☐ Black (06) ☐
Blue (05) ☐ Teal (13) ☐
Tuxedo (50) ☐ Burgundy (07) ☐

	Qty.	Item	Discount	Regular	Amount
50401		8' x 10'	133.00	172.90	
50402		8' x 20'	339.25	441.05	
50403		8' x 30'	506.00	657.80	
50404		8' x 40'	672.75	874.60	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	3.35	4.35	

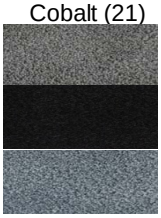
Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in. Please note all carpet is a maximum of ten feet wide and is installed accordingly.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01) ☐ Charcoal (17) ☐
Silver Cloud (18) ☐ Black (06) ☐
Deep Navy (22) ☐ Cobalt (21) ☐



	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	5.40	7.00	
46003		Rental 1000+/sq.ft	4.60	6.00	
46002		Purchase/sq.ft.	13.80	17.95	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Rental includes installation and removal.
Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	0.85	1.10	
50008		1" Padding	2.00	2.60	
50010		Visqueen	0.35	0.45	

BOOTH DIMENSIONS

What is your booth size (ft.)?

_____ X _____ = _____ sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

	Qty.	Item	Discount	Regular	Amount
47011		Vacuum Once	0.35	0.45	
47012		Daily Vacuum	1.05	1.35	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

	Qty.	Item	Discount	Regular	Amount
47030T		Porter Svc Once	0.45	0.60	
47031T		Daily Porter Svc	1.40	1.80	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are taxable for this show.

Total Carpeting & Cleaning	$
6.00% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____
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SPECIALTY FURNISHINGS/ACCESSORIES

AOFAS Annual Meeting
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SPECIALTY CHAIRS AND TABLES

36" Diameter
30" or 42" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	73.35	95.35	
51090		Director's Stool	131.20	170.55	
50032		Ped. Table,30"	192.80	250.65	
51089		Ped. Table,42"	192.80	250.65	
50030		Rnd Side Table	93.25	121.25	
50031		Sq. Side Table	93.25	121.25	

SHOWCASES

Full View

Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	731.30	950.70	
50068		Full View 6'	806.60	1048.60	
50069		Quarter View 4'	731.30	950.70	
50070		Quarter View 6'	806.60	1048.60	

Colors and styles of showcases may vary depending on location and availability.

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	42.80	55.65	
50098		Refrigerator	556.90	723.95	
50088		8' Upright	25.65	33.35	
50089		8' Crossbar	17.10	22.25	

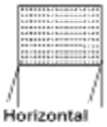
GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'X8' w/legs, each	174.80	227.25	
50237		2'X8' w/o legs, each	131.05	170.35	
50242		7-Ball Waterfall	12.00	15.60	

Other accessories available, please call customer service for more information.

1/4" PERFBOARD & VELCRO TACK BOARD

50065



50064
PERFBOARD - SINGLE SIDED

50061

	Qty.	Item	Discount	Regular	Amount
50065		4'X8' Vert., 1/4"holes	236.00	306.80	
50064		4'X8' Horz., 1/4"holes	236.00	306.80	
50104		6" Hooks (12)	38.55	50.10	
50060		4' X 8' Horz.	236.75	307.80	
50061		4' x 8' Vert.	236.75	307.80	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	17.40	22.60	
50074		3' High	13.75	17.90	

Choose Color: **Minimum 4' panel rental required.**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Burgundy (07)

Total Specialty Furnishings/Accessories:	$
6.000% Tax*:	$
Amount Due:	$

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EXECUTIVE FURNITURE

AOFAS Annual Meeting

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COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	705.40	917.00	
	LSM	625.45	813.10	
	OCB	512.80	666.65	
	Lisbon - Charcoal Leather			
	SOC	927.35	1205.55	
	LSC	836.40	1087.30	
	CHC	614.55	798.90	
	Memphis			
	MPS	663.65	862.75	
	MPC	470.95	612.25	
	Astro			
	SOQ	863.60	1122.70	
	CHQ	571.00	742.30	
	Newport			
	SED	1803.70	2344.80	
	LSD	805.50	1047.15	
	CHD	443.65	576.75	
	Miscellaneous Seating			
	SO1	800.00	1040.00	
	OCU	492.80	640.65	
	OCW	963.70	1252.80	
	OCY	240.00	312.00	
	Ottomans			
	OSA	381.80	496.35	
	OTP	456.45	593.40	
	OTM	476.35	619.25	
	OTH	145.40	189.00	
	VIB02	109.75	142.70	

COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	338.15	439.60	
	C1F	309.10	401.85	
	C1C	318.15	413.60	
	COLI	202.10	262.75	
	End Tables			
	E1E	318.15	413.60	
	E1F	289.05	375.75	
	E1C	298.20	387.65	
	EOLI	189.75	246.70	
	Lamps			
	LA15	179.05	232.75	
	LA14	121.25	157.65	

Subtotal	$
6.000% Tax*:	$
Amount Due:	$

Floor orders are subject to availability. Substitutions may be provided without prior notification.
Please complete the following:

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Contact Name: _____ **Phone #:** _____
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EXECUTIVE FURNITURE

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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	516.45	671.40	
	CF2 (60"L)	498.20	647.65	
	CE1 (42"L)	356.40	463.30	
	CF1 (42"L)	338.15	439.60	
	Graphite Nebula - 29" High			
	CB2 (6'L)	556.45	723.40	
	CB3 (8'L)	674.60	877.00	
	CB1 (42"RND)	456.40	593.30	
	Mahogany - 29" High			
	CC6 (6'L)	516.45	671.40	
	CC7 (8'L)	636.35	827.25	
	CC8 (10'L)	1012.75	1316.60	
	CC5 (42"RND)	453.85	590.00	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	367.25	477.45	

CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	545.45	709.10	
	SC9	240.00	312.00	
	Luxor - Black Leather			
	XC3	447.35	581.55	
	XC2	485.45	631.10	
	XC1	516.45	671.40	
	Altura - Black Crepe			
	XC6	398.25	517.75	
	XC5	438.20	569.65	
	XC4	476.35	619.25	
	Brewer			
	SC3	212.75	276.60	
	SC2	212.75	276.60	
	Miscellaneous Chairs			
	SC8	198.15	257.60	
	SC1	227.25	295.45	
	SC4	227.25	295.45	
	SC6	278.25	361.75	

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Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
6.000% Tax*:	$
Amount Due:	$

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EXECUTIVE FURNITURE

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BAR TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 42" High			
	VTN	300.10	390.15	
	VTM	300.10	390.15	
	30" Round x 42" High			
	VTK	289.50	376.35	
	VTJ	289.50	376.35	
	VTF	328.35	426.85	
	VTC	289.50	376.35	
	WTJ	367.10	477.25	
	WTF	404.30	525.60	

BARS

Qty.	Item	Discount	Regular	Amount
	Martini Bars - 47" High			
	BR1	1682.30	2187.00	
	BRC	4842.20	6294.85	

BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Ohio - Chrome, 31" High			
	BS3	220.65	286.85	
	BS2	220.65	286.85	
	BS1	220.65	286.85	
	Banana - Chrome, 30" High			
	BST	296.65	385.65	
	BSS	296.60	385.60	
	Oslo - 30" High			
	BSD	308.95	401.65	
	BSC	308.95	401.65	
	Miscellaneous			
	BSL (29"H)	234.75	305.20	
	BSN (29"H)	333.60	433.70	
	BCE (32"H)	273.60	355.70	

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Subtotal	$
6.000% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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EXECUTIVE FURNITURE

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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	278.90	362.55	
	ZTN	278.90	362.55	
	ZTM	278.90	362.55	
	XTP	376.00	488.80	
	XTN	376.00	488.80	
	XTM	376.00	488.80	
	30" Round x 29" High			
	ZTK	250.70	325.90	
	ZTJ	250.70	325.90	
	XTK	346.00	449.80	
	XTJ	346.00	449.80	
	XTF	381.25	495.65	

ZTP-36"
ZTK-30"

ZTN-36"
ZTJ-30"

ZTM-36"

XTP-36"
XTK-30"

XTN-36"
XTJ-30"

XTM-36"

XTF-30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	134.15	174.40	
	CS9	134.15	174.40	
	Altura - Black Crepe			
	SY1	241.85	314.40	
	DF1	358.35	465.85	

CS8

CS9

SY1

DF1

PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PMB36	323.40	420.40	
	PMB42	381.10	495.45	
	PDK	556.45	723.40	
	PDL	569.10	739.85	
	BC6	413.00	536.90	
	BC7	404.30	525.60	
	ET1	413.00	536.90	
	ET2	413.00	536.90	
	Training Room			
	CP5	483.70	628.80	
	PO3	579.05	752.75	
	PO1	367.10	477.25	
	WD2	425.45	553.10	
	CO4	367.10	477.25	
	Lateral Files			
	L26	512.00	665.60	
	L27	483.70	628.80	
	Refrigerator			
	R1Q	337.20	438.35	

PEDESTALS	COLOR	SIZE
PMB36	Black	24"Lx24"Dx36"H
PDH	Graphite	24"LX24"DX42"H
PDK	Graphite	30"LX30"DX42"H
PDL	Black	24"LX24"DX42"H

Graphite

PDL

BC6

BC7

ET1

ET2

CP5

PO3

PO1

WD2

CO4

L26

L27

R1Q

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

*** All tax rates are subject to change.**

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: F166160713

EXHIBIT SOLUTIONS BOOTH RENTALS

AOFAS Annual Meeting

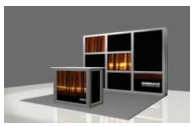
July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Discount Deadline: June 17, 2013

EXHIBIT BOOTH RENTALS

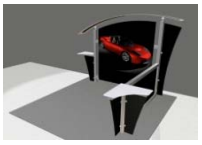
Code	Qty.	Description	Discount	Regular	Amount
The San Diego					
66250		10' x 10'	2621.90	3408.45	
66251		10' x 20'	4302.75	5593.60	
66252		10' x 30'	8067.60	10487.90	
The Chicago					
66253		10' x 10'	2521.20	3277.55	
66254		10' x 20'	3529.50	4588.35	
66255		10' x 30'	4789.50	6226.35	
The Salt Lake City					
66256		10' x 10'	1613.45	2097.50	
The Saint Louis					
66265		10' x 10'	1405.15	1826.70	
The Las Vegas					
66268		20' x 20' Island	9405.50	12227.15	
The Phoenix					
66269		10' x 10'	2958.10	3845.55	
The Detroit					
66257		10' Truss Unit	6716.30	8731.20	

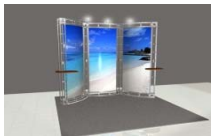
Code	Qty.	Description	Discount	Regular	Amount
The Los Angeles					
66259		10' x 10'	1740.45	2262.60	
66260		10' x 20'	3227.05	4195.15	
66261		10' x 30'	4874.15	6336.40	
The New York					
66262		10' x 10'	2285.85	2971.60	
66263		10' x 20'	4340.55	5642.70	
66264		10' x 30'	6588.50	8565.05	


Salt Lake City

Saint Louis

Las Vegas


The Phoenix


The Detroit

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
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EXHIBIT SOLUTIONS ACCESSORIES

AOFAS Annual Meeting
July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Discount Deadline: June 17, 2013

ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
		Showcases			
66270		Quarterview	934.45	1214.80	
Please choose panel/metal color: ☐ Black (06) ☐ White (03)					
66271		Triangular	853.90	1110.05	
Please choose panel/metal color: ☐ Black (06) ☐ White (03)					
66272		Square	1008.50	1311.05	
Please choose panel/metal color: ☐ Black (06) ☐ White (03)					

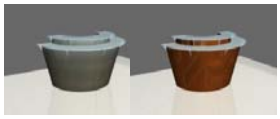
Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Triangular Showcase
1' 9" W x 1' 9" D x 7' H

Square Showcase
1' 9" W x 1" 9" D x 7' H

		Reception Counters			
66274		RC1	2004.35	2605.65	
Please choose panel color: ☐ Chrome (CH) ☐ Wood (W)					
66275		RC2	740.70	962.90	
Please choose panel/metal color: ☐ Black (06) ☐ White (03)					
66276		RC3*	1606.80	2088.85	

*Item includes graphics. A Shepard Representative will contact you with Art Requirements.



RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9"W x 2' 3"D x 3' 3"H

RC3 *5' 3"W x 3' 3"D x 3' 6"H*

		Computer Stands			
66285		CS1*	934.45	1214.80	
66286		CS2	544.60	708.00	
		Literature and Product Display			
66277		Gondola	494.85	643.30	
Please choose panel/metal color: ☐ Black (06) ☐ White (03)					
66278		GL1*	874.00	1136.20	
66279		GL2*	826.95	1075.05	
66280		LS1	263.95	343.15	
66281		LS2	174.75	227.20	

*Item includes graphics. A Shepard Representative will contact you with Art Requirements.

CS1 ***CS2***
CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Gondola
3' 6" W x 1' 9" D x 5' H

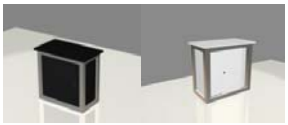
GL1 ***GL2***
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H

LS1 ***LS2***

		Locking Cabinets			
66282		LC1	692.55	900.30	
Please choose panel/metal color: ☐ Black (06) ☐ White (03)					
66283		LC2	840.40	1092.50	
Please choose panel/metal color: ☐ Black (06) ☐ White (03)					
66284		LC3	510.95	664.25	
Please choose panel/metal color: ☐ Black (06) ☐ White (03)					

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H



LC3
3' 9" W x 2' 3" D x 3' 6" H

LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
*** All tax rates are subject to change.**

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IAEE
International Association of Exhibitions and Events℠

Guidelines for Display Rules & Regulations
2011 Update

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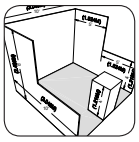
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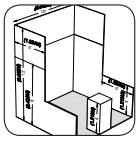
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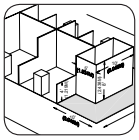
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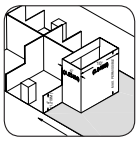
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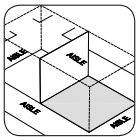
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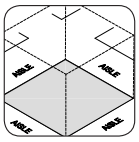
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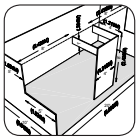
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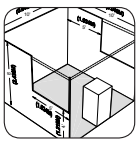
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Guidelines for Display Rules and Regulations 2011 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions. They are the model for most domestic exhibitions. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2011 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibition and event organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibition management and operations.

For display rules and regulations specific to an exhibition or event, consult the exhibition or event organizer.

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Linear Booth

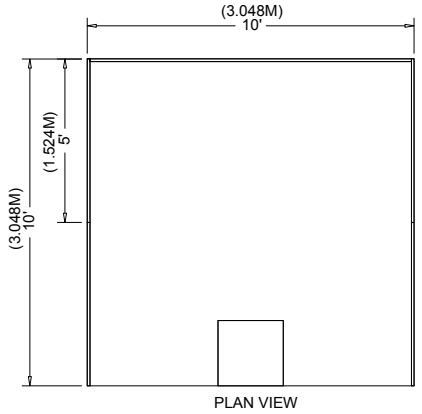
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

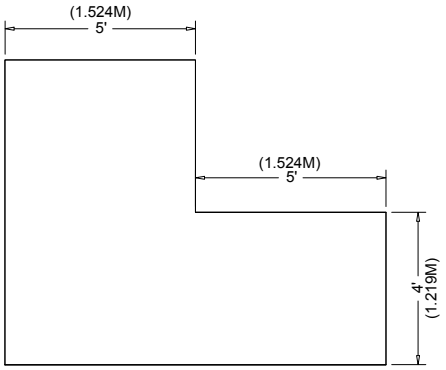
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



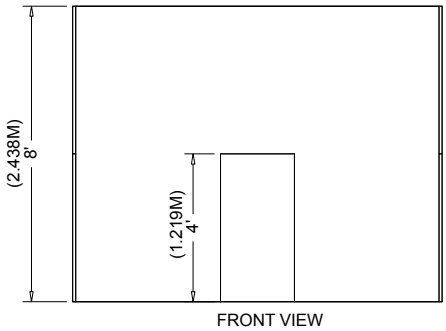
PLAN VIEW



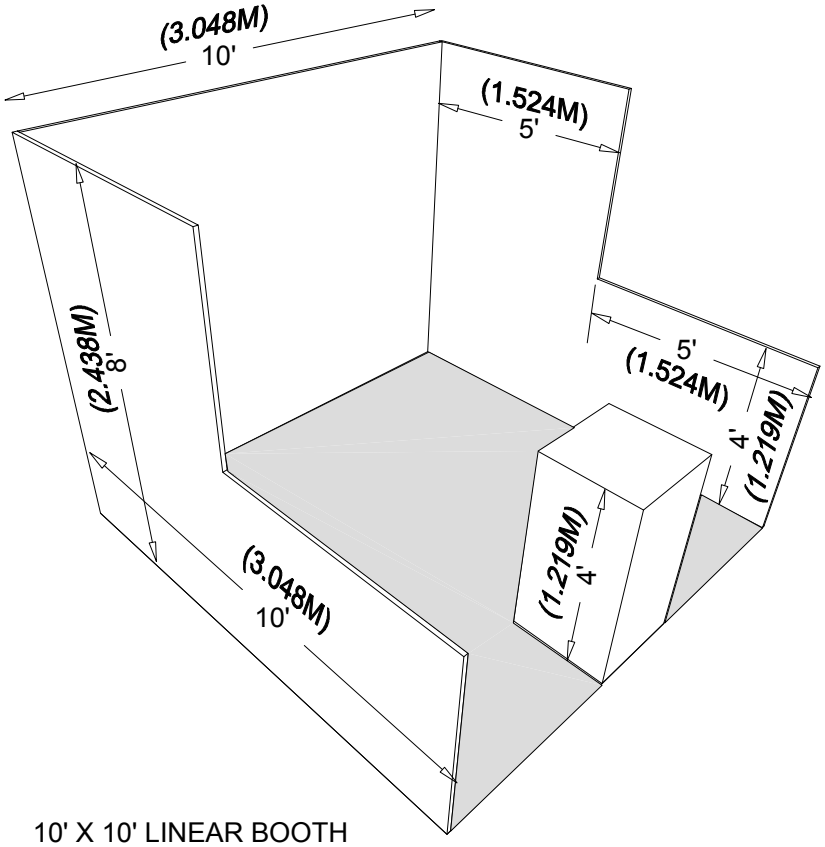
LEFT SIDE VIEW

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



FRONT VIEW



10' X 10' LINEAR BOOTH

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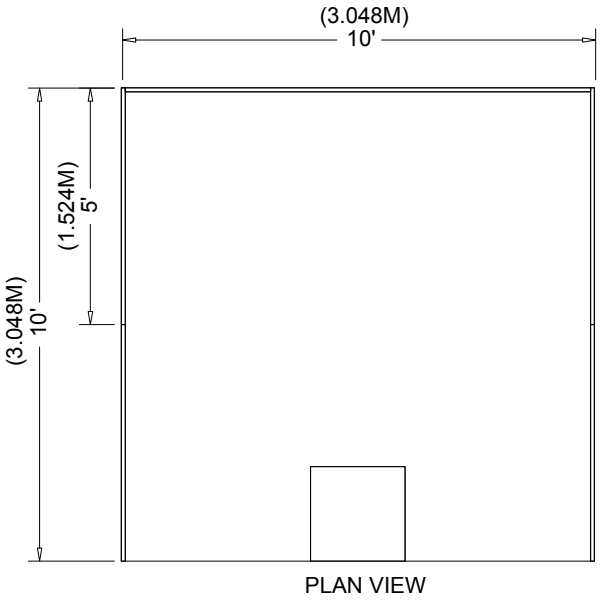
Perimeter Booth

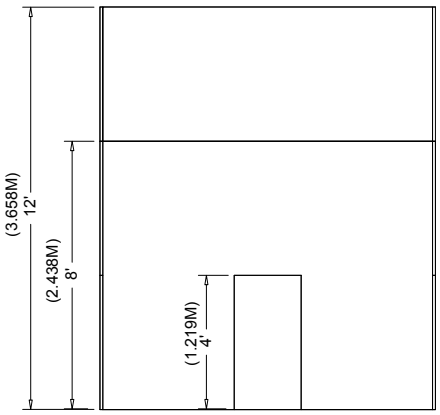
A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

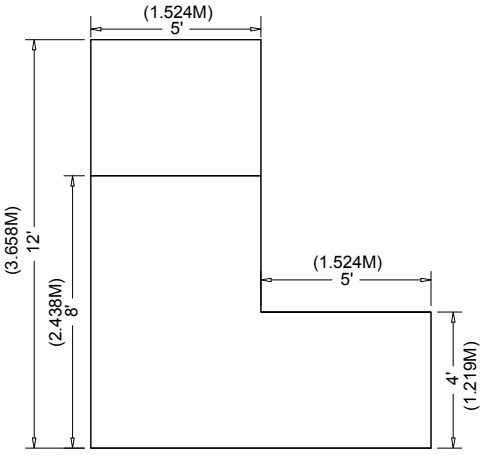
All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



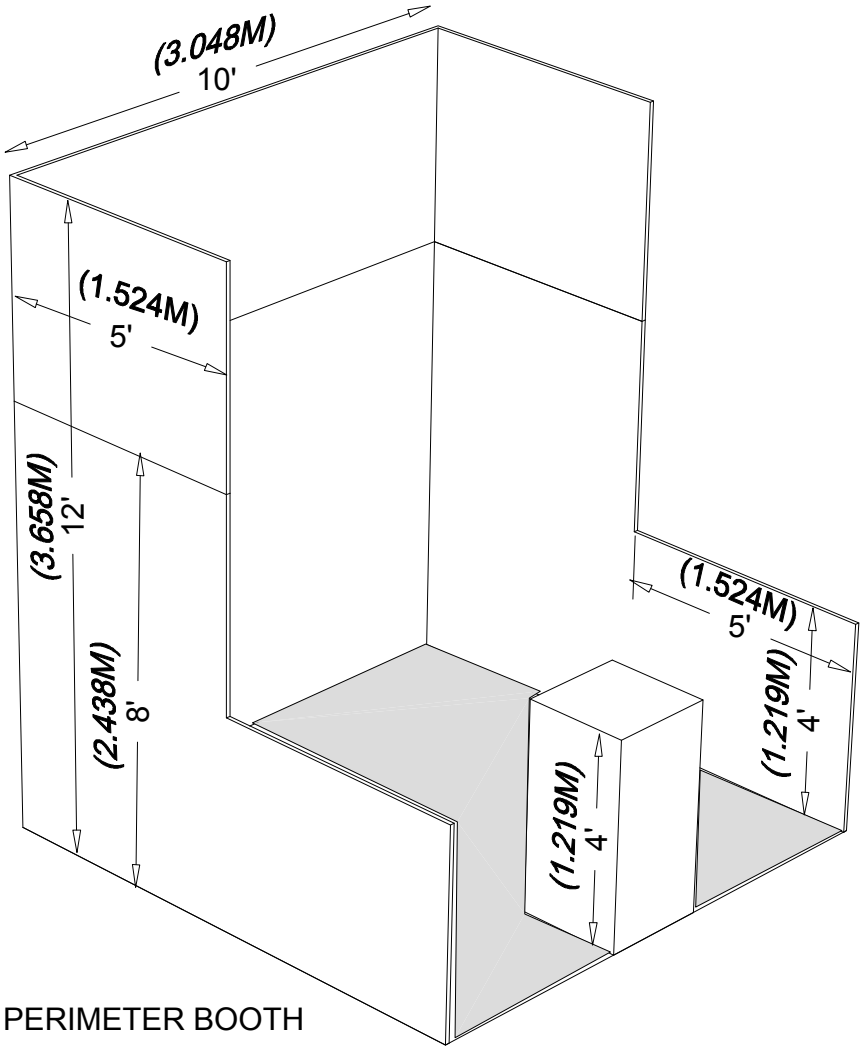
PLAN VIEW



FRONT VIEW



LEFT SIDE VIEW



10' X 10' PERIMETER BOOTH

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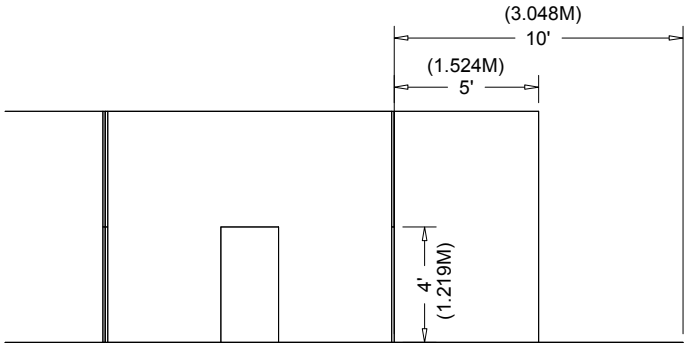
End-cap Booth

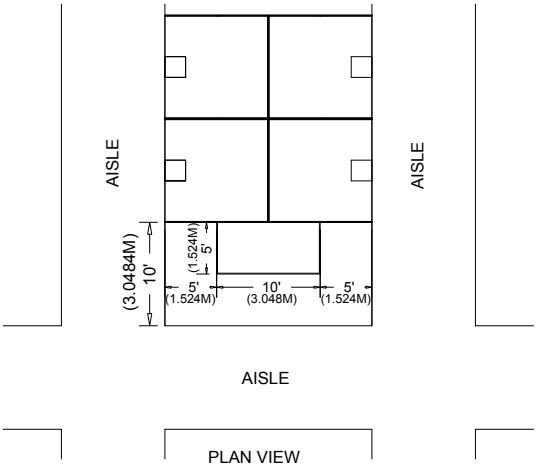
An End-cap Booth is exposed to aisles on three sides and comprised of two booths.

Dimensions

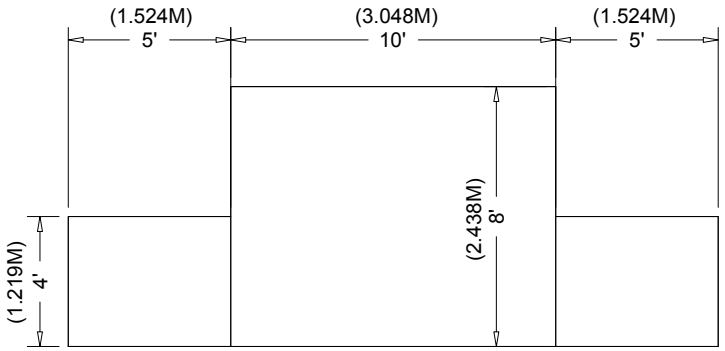
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height of 8ft (2.44m) is allowed only in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.



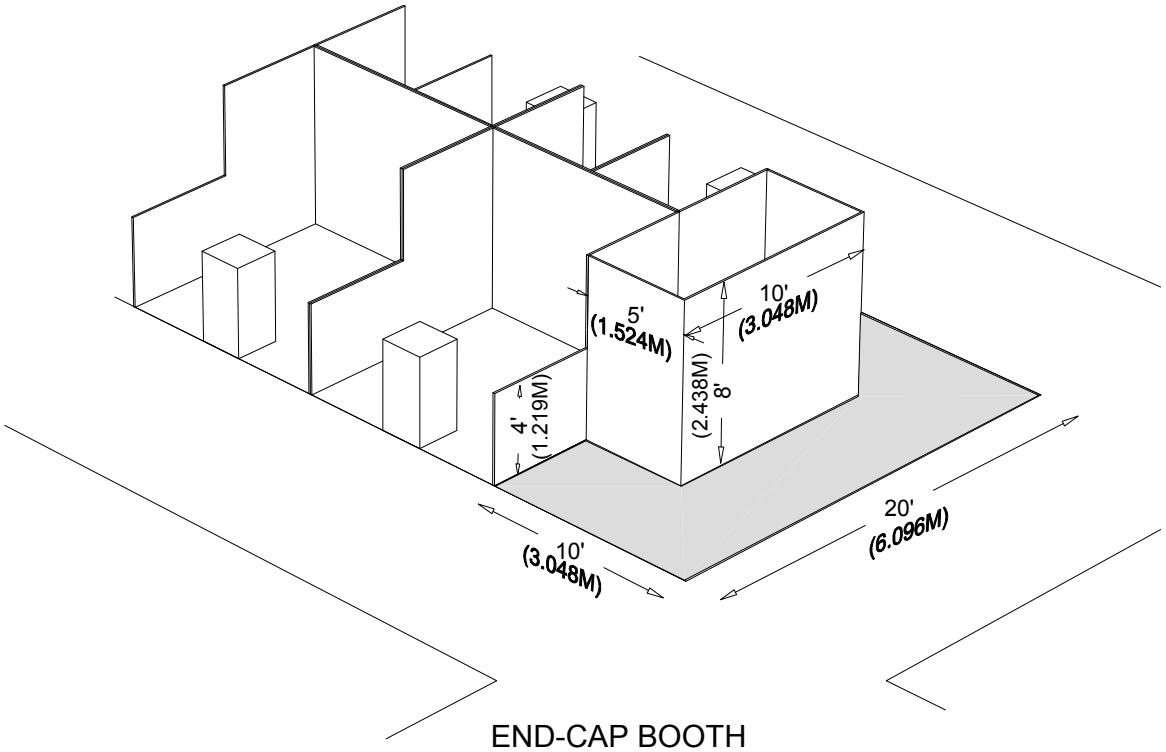
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



END-CAP BOOTH

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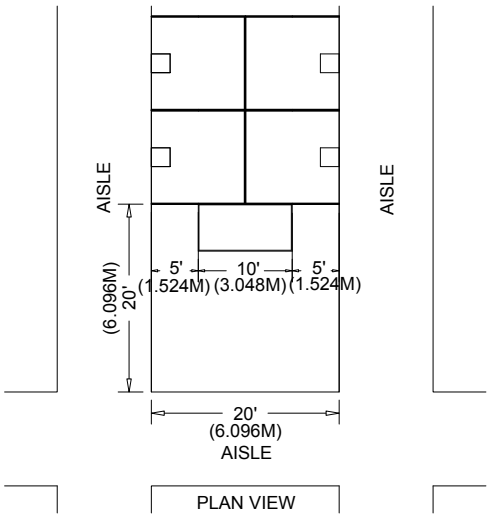
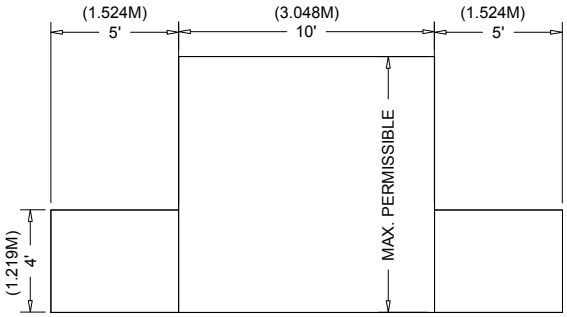
Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

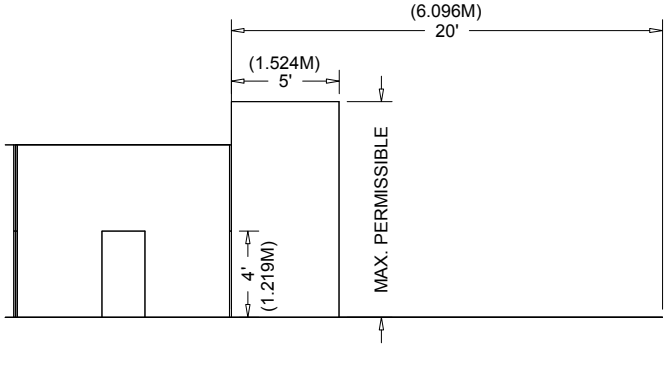


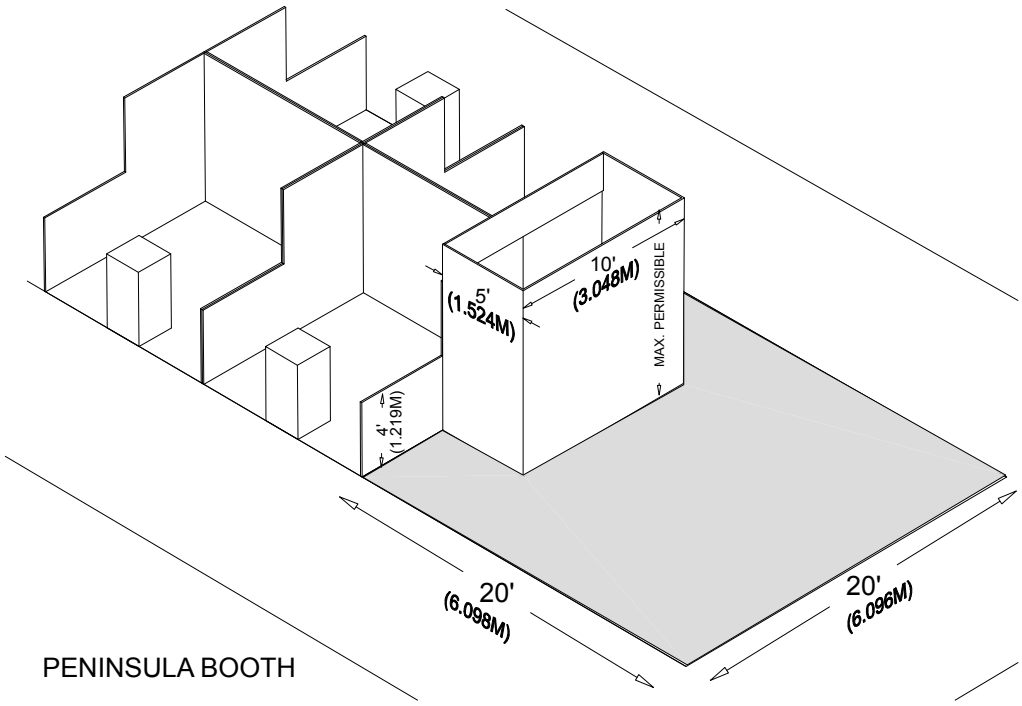
Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



FRONT VIEW





PENINSULA BOOTH

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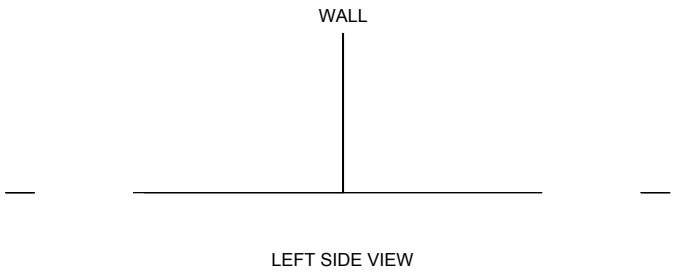
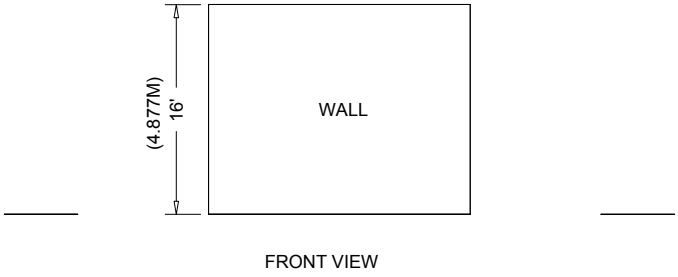
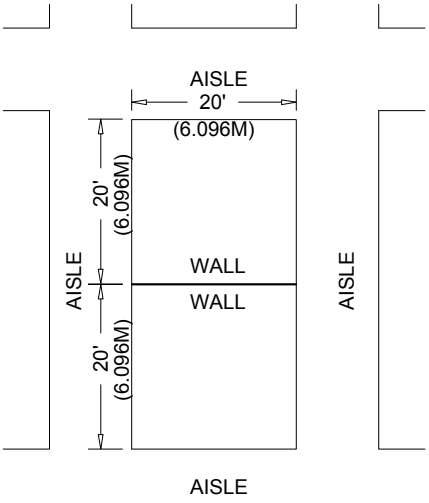
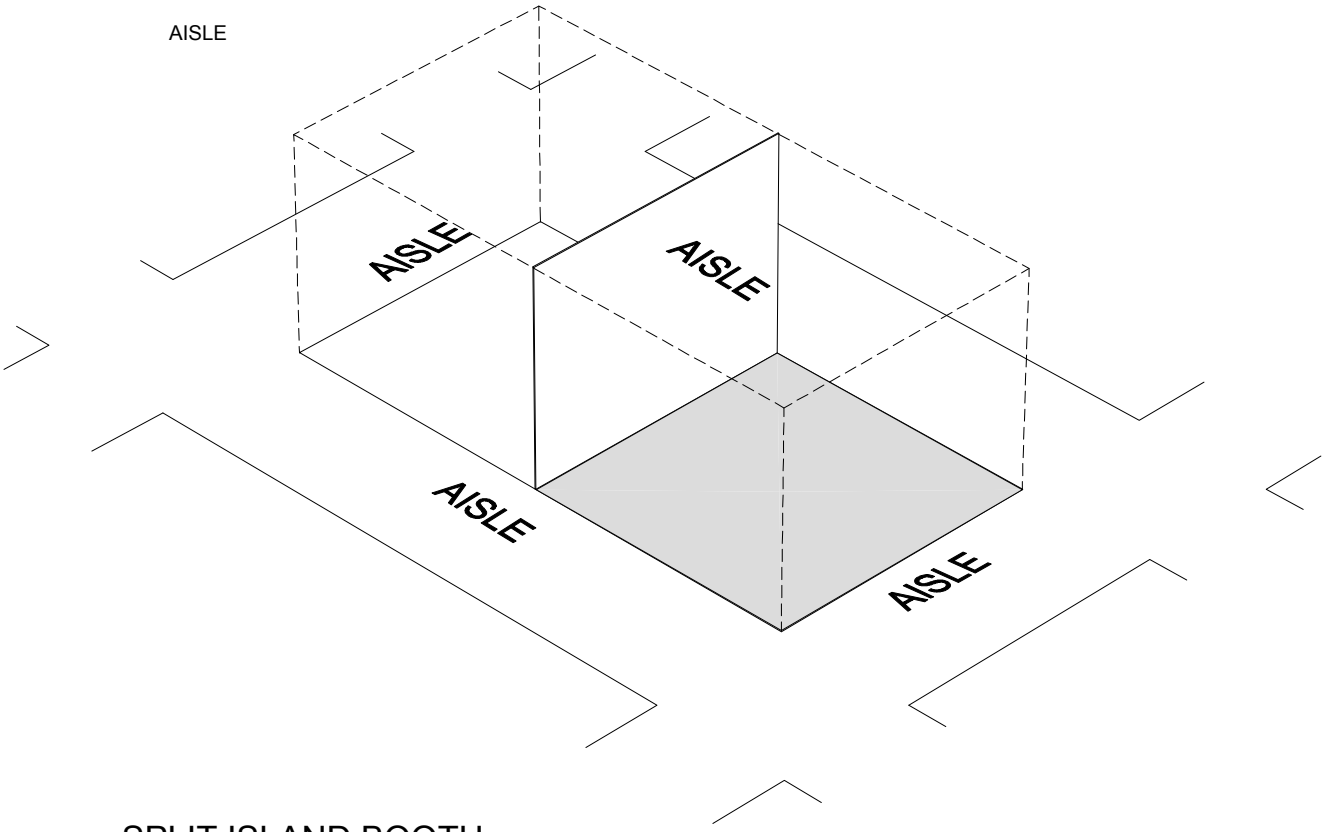
Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.









SPLIT ISLAND BOOTH

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Island Booth

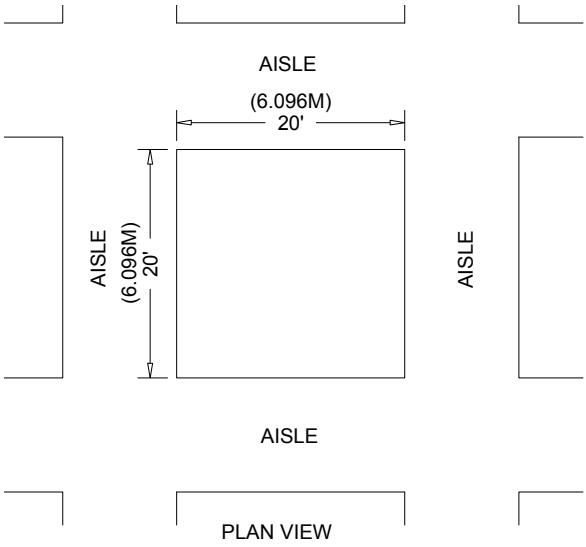
An Island Booth is any size booth exposed to aisles on all four sides.

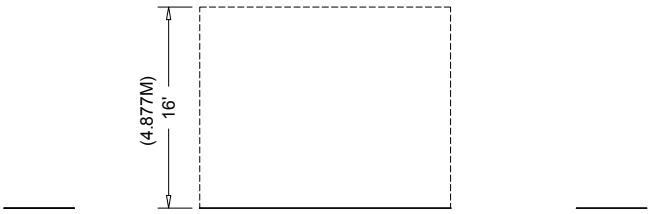
Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

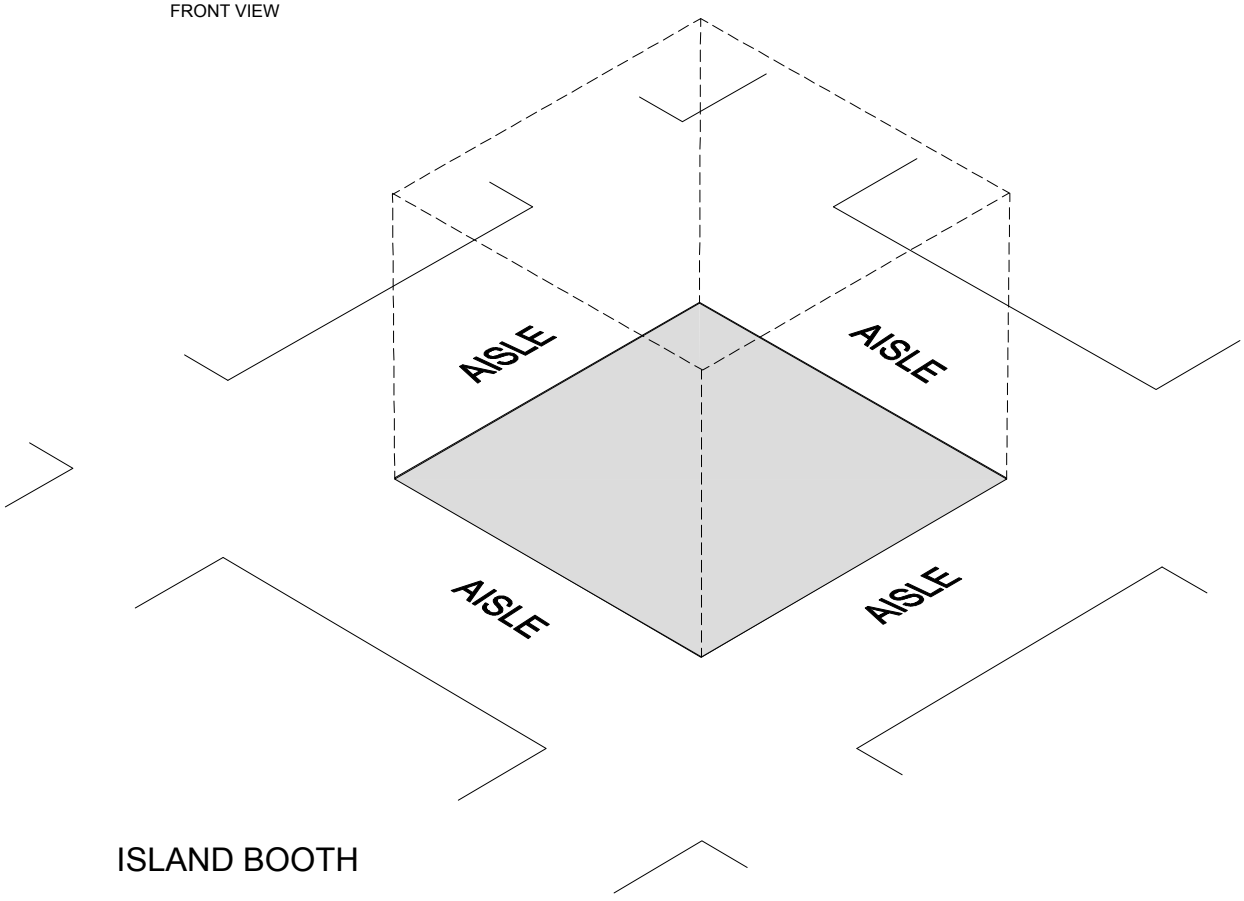
Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.





FRONT VIEW



ISLAND BOOTH

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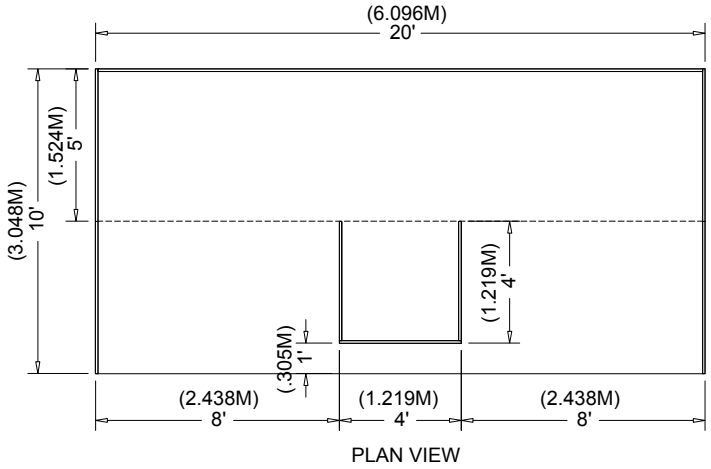
Extended Header Booth 20ft (6.10m) or Longer

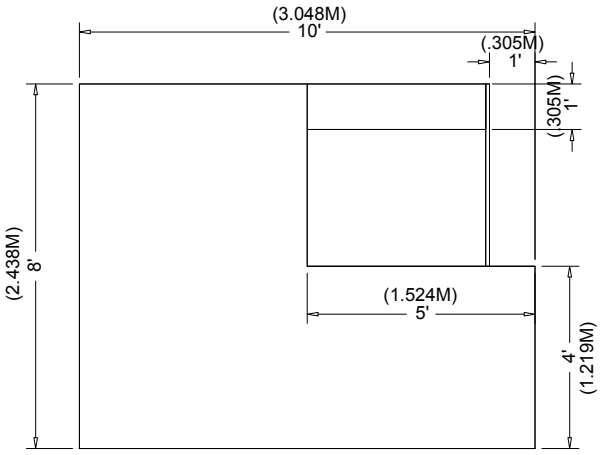
An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

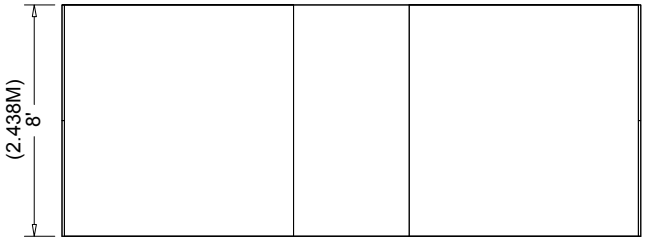
All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

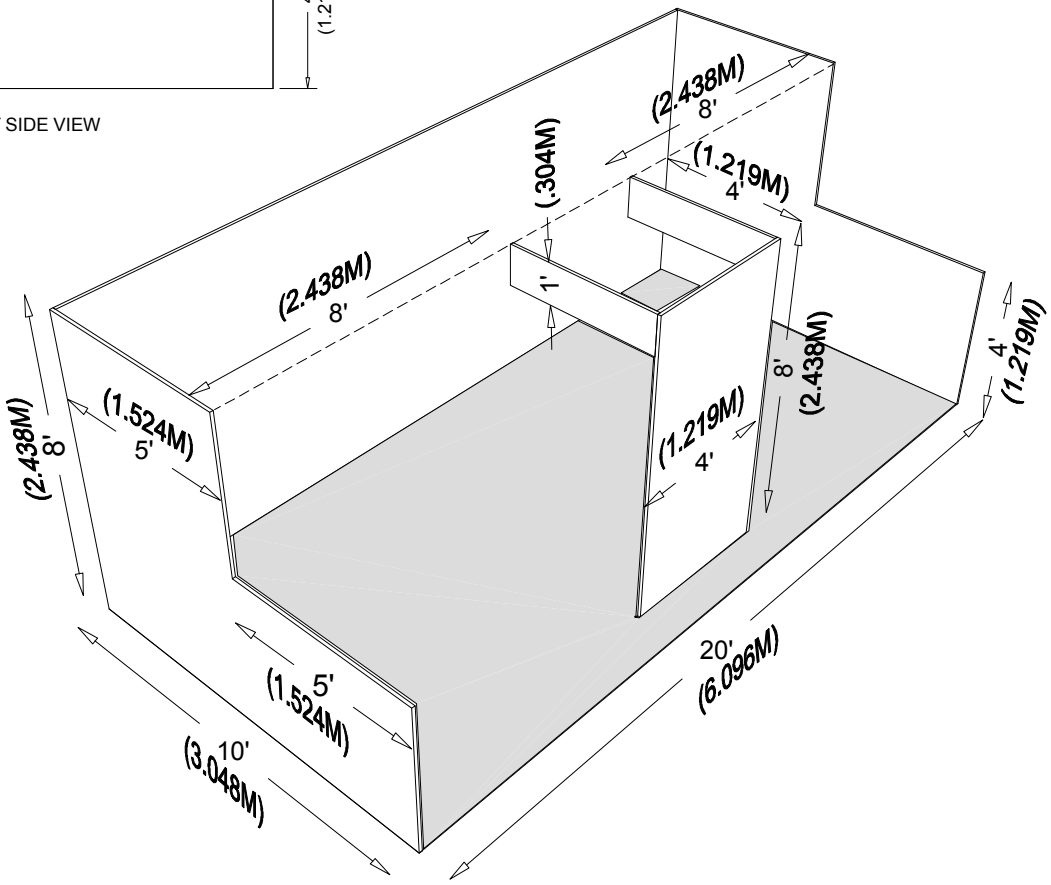


PLAN VIEW



LEFT SIDE VIEW





10' X 20' EXTENDED HEADER BOOTH

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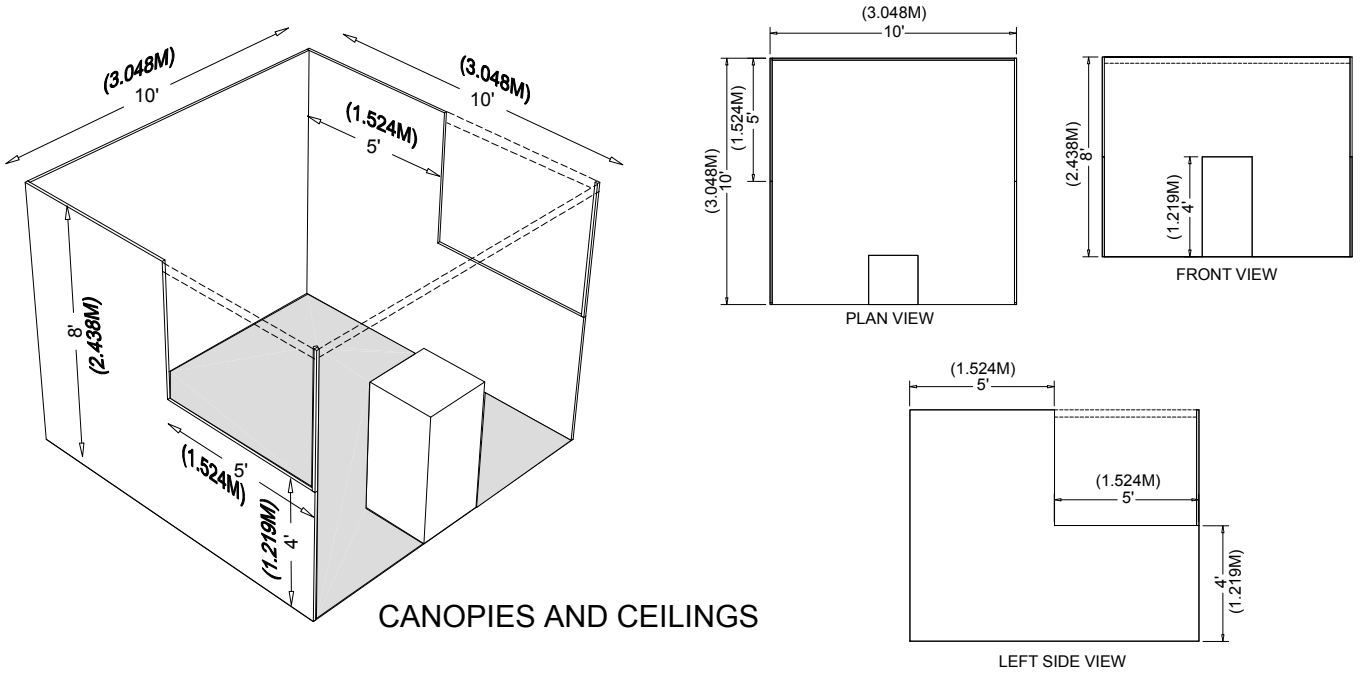
Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See "Use of Space" for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS

Hanging Signs & Graphics

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. End-cap Booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management's discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

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Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at **www.usdoj.gov/crt/ada/adahom1.htm.**

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

(continued on next page)

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Issues Common To All Booth Types *(continued)*

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at **www.osha.gov** for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

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Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although the *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for hanging signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install "hanging points" at the time of manufacture of the sign or display. It is also advisable to have hanging signs labeled and cased separately so that they can be easily identified on site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for their exhibition based on the nature of their exhibition and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibition organizer to allow use of full cubic content in linear exhibit space or to observe the line-of-sight set-back rule. It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth.

Organizers that permit use of cubic content in linear booths do so for one or all of these reasons:

- Cubic content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these areas.

It is prudent for the exhibition organizer considering cubic content to examine the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibition organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition.

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Advisory Notes To Exhibition Organizers *(continued)*

Perimeter Openings: Large peninsulas and islands with long high walls can create a "tunnel-like" effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions to define exhibit space. Exhibition organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibition organizers should establish guidelines for displaying such products. For example, some exhibitions require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

Height Variances: Height Variances may be issued for all types of booths. However, in a linear booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics, and/or logos.

Environmental Responsibility: Exhibitions, by their very nature, create waste. Properly managed, exhibitions can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.

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International Association
of Exhibitions *and* Events™

12700 Park Central Drive
Suite 308
Dallas, TX 75251-1500

www.iaee.com

UNION LABOR
The installation and dismantling of prefabricated displays comes under the jurisdiction of the decorators union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
The decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor on booths that are smaller than 10x10. All booths over 10x10 or exceeding 10 linear feet require union labor.
Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com
Event Code: F166160713

LABOR ORDER FORM

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Discount Deadline: June 26, 2013

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? ☐ Yes ☐ No

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066T		ST	70.00	91.00	30% **	
68067T		OT	105.00	136.50	30% **	
68068T		DT	140.00	182.00	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060T		ST	70.00	91.00	
68061T		OT	105.00	136.50	
68062T		DT	140.00	182.00	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	140.00	182.00	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $
6.000% Tax*: $
Amount Due: $

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: ☐ Warehouse ☐ Show site

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? ☐ Yes ☐ No
Carpet is? ☐ owned ☐ rented from Shepard
Carpet padding? ☐ Yes ☐ No
Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.
*** All tax rates are subject to change.**

Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com
Event Code: F166160713

GROUND RIGGING/FORKLIFT RENTAL

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Discount Deadline: June 26, 2013

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
Requested date/time: _____ (times are not guaranteed)
Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	250.15	325.25	
35039		Overtime Hourly Rental	300.45	390.50	
35067		Double-time Hourly Rental	350.75	456.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	500.25	650.25	
35049		Overtime Hourly Rental	600.90	781.25	
35069		Double-time Hourly Rental	701.50	912.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	750.40	975.50	
35066		Overtime Hourly Rental	901.30	1171.75	
35070		Double-time Hourly Rental	1052.25	1368.00	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

PLEASE NOTE:

Rate structure includes lift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	87.50	113.75	
35086		Overtime Hourly Rate	131.25	170.65	
35099		Double-time Hourly Rate	175.00	227.50	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	70.00	91.00	
35100		Overtime Hourly Rate	105.00	136.50	
35101		Double-time Hourly Rate	140.00	182.00	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Subtotal	$
6.000% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.
*** All tax rates are subject to change.**

Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

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Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com
Event Code: F166160713

SIGN ORDER FORM

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

Discount Deadline: June 26, 2013

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	118.75	154.40	
70010		Horz., 22" x 28"	118.75	154.40	
70011		Vertical, 28" x 44"	181.75	236.30	
70012		Horz., 28" x 44"	181.75	236.30	
70025		Meterboard, 39" x 90.75"	456.60	593.60	
Accessories					
70017		Blank Foamcore, 4'x 8'	40.25	52.35	
70021		Velcro, per ft, min. 5 ft.	2.65	3.45	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	15.00	19.50	
70071		grommets, per sq. ft. - Horizontal	15.00	19.50	
70066		Pockets, per sq. ft. - Vertical	16.25	21.15	
70072		Pockets, per sq. ft.- Horizontal	16.25	21.15	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	44.30	57.60	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
6.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Graphic files/requests must be received by discount deadline date to qualify for discounted prices.
There are no exchanges or refunds once sign has been ordered and processed.
*** All tax rates are subject to change.**

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM
~ Email attachment (4 mgs or smaller only)
~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
~ Files should be formatted in high-resolution quality, 100-300 dpi
~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)
~ Logo reproduction (70052)
~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com
Event Code: F166160713

SHEPARD LOGISTICS SERVICES

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____
(City) (State) (Zip)

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
AOFAS Annual Meeting
c/o UPSF/Clover Systems
1910 NW 97th Ave
Miami, FL 33172

Warehouse Deadline July 10, 2013
Date

☐ I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
AOFAS Annual Meeting
Westin Diplomat Resort and Spa-Hollywood
3555 South Ocean Drive
Hollywood, FL 33019

Delivery date: July 16, 2013

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Declared Value $ _____
Available at exhibitors' expense at the rate of $1.00 per $100.00 of value declared. Minimum charge of $10.00.

Size of largest piece: L _____ W _____ H _____
Loading Dock ☐ Yes ☐ No Lift Gate _____
Residential _____ Inside Pick up _____ Inside Delivery _____
Special Instructions: _____

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐
Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

SHIPPING LABELS

AOFAS Annual Meeting

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Clover Systems

1910 NW 97th Ave

Miami, FL 33172

Delivery Hours: M-F, 8-4:30 PM

For: **AOFAS Annual Meeting**

First day freight can arrive w/o a surcharge:
June 19, 2013
Last day freight can arrive w/o a surcharge:
July 10, 2013

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Clover Systems

1910 NW 97th Ave

Miami, FL 33172

Delivery Hours: M-F, 8-4:30 PM

For: **AOFAS Annual Meeting**

First day freight can arrive w/o a surcharge:
June 19, 2013
Last day freight can arrive w/o a surcharge:
July 10, 2013

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Vestin Diplomat Resort and Spa-Hollywoo

3555 South Ocean Drive

Hollywood, FL 33019

For: **AOFAS Annual Meeting**

MUST NOT BE DELIVERED PRIOR TO:

July 16, 2013 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Vestin Diplomat Resort and Spa-Hollywoo

3555 South Ocean Drive

Hollywood, FL 33019

For: **AOFAS Annual Meeting**

MUST NOT BE DELIVERED PRIOR TO:

July 16, 2013 @ **8:00 AM**

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

RUSH

Shepard

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____

(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
1910 NW 97th Ave
Miami, FL 33172

Delivery Hours: M-F, 8-4:30 PM

For: **AOFAS Annual Meeting**

First day freight can arrive w/o a surcharge:
June 19, 2013
Last day freight can arrive w/o a surcharge:
July 10, 2013

RUSH

Shepard

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____

(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
1910 NW 97th Ave
Miami, FL 33172

Delivery Hours: M-F, 8-4:30 PM

For: **AOFAS Annual Meeting**

First day freight can arrive w/o a surcharge:
June 19, 2013
Last day freight can arrive w/o a surcharge:
July 10, 2013

Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com
Event Code: F166160713

MATERIAL HANDLING AUTHORIZATION

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (city, state): _____
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Direct Shipments to Showsite

Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	84.50	118.25	126.75		
	Uncrated	126.75	177.50	190.25		
	Sp. Handling	109.75	153.75	164.75		
Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT						
Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT						
Special Handling: 35416 - ST/ST 35417 - ST/OT 35418 - OT/OT						

Advance Shipments to Warehouse

Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	84.50	118.25	126.75		
	Sp. Handling	109.75	153.75	164.75		
Crated: 35419 - ST/ST 35420 - ST/OT 35421 - OT/OT						
Special Handling: 35422 - ST/ST 35423 - ST/OT 35424 - OT/OT						

Small Packages (FedEx/UPS/DHL under 30 lbs.)

Pieces	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Per Carton	42.25	59.25	63.50		
	Min. per ship.	84.50	118.25	126.75		
Per carton: 35425 - ST/ST 35426 - ST/OT 35427 - OT/OT						
Minimum per shipment: 35428 - ST/ST 35429 - ST/OT 35430 - OT/OT						

Signature Series Material Handling

Direct Shipments to Showsite

Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	76.00	106.50	114.00		
	Uncrated	114.00	159.50	171.00		
	Sp. Handling	98.75	138.25	148.25		
Crated: 35431 -ST/ST 35432 - ST/OT 35433 - OT/OT						
Uncrated: 35434 - ST/ST 35435 - ST/OT 35436 - OT/OT						
Special Handling: 35437 - ST/ST 35438 - ST/OT 35439 - OT/OT						

Advance Shipments to Warehouse

Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	76.00	106.50	114.00		
	Sp. Handling	98.75	138.25	148.25		
Crated: 35440 - ST/ST 35441 - ST/OT 35442 - OT/OT						
Special Handling: 35443 - ST/ST 35444 - ST/OT 35445 - OT/OT						

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

Subtotal	$
N/A Tax*:	$
Amount Due:	$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Customer Service Phone: (407) 888-9669
Customer Service Email: orlando@shepardes.com

MATERIAL HANDLING INFORMATION

AOFAS Annual Meeting

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING — **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials.

OVERTIME — **Surcharge: 30%** — **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

LATE SHIPMENTS — **Surcharge: 25%** — **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS — **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES — **Surcharge: 15%** — **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES — **Surcharge: $8.00/CWT** — **35041**

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD — **Surcharge: Maximum $25.00** — **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS — **Surcharge: $25.00 per forklift load** — **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE — **Surcharge: $10.00 per piece, Minimum $40.00** — **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

Small Package Consolidation

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate.

ENVELOPE DELIVERIES — **Surcharge: $10.50 per envelope** — **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

SECURED STORAGE — **Surcharge: $.80/sq. ft., Minimum $20.00** **Min. one-hour labor fee for each trip** — **35400**

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

ACCESSIBLE STORAGE — **Surcharge: Based on applicable Labor rate (refer to labor order form).** — **35166**

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee — **Surcharge: $20.00 per CWT, Minimum $400.00** — **35005**
(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month — **Surcharge: $10.00 per CWT, Minimum $100.00** — **35006**

MOBILE SPOTTING FEE — **Surcharge: $150.00 round trip** — **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

Shepard Exposition Services

MATERIAL HANDLING 101

AOFAS Annual Meeting

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com
Event Code: F166160713

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

AOFAS Annual Meeting

July 17 - 19, 2013
Westin Diplomat Resort and Spa-Hollywood
Hollywood, Florida

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

DEADLINE FOR REQUESTS: July 11, 2013

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

NUMBER OF LABELS REQUESTED: _____

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS
☐ OTHER: _____
**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

OUTBOUND SHIPMENT REQUIREMENTS:

1. **Shepard will print and deliver your BOL and Shipping Labels to your booth prior to the close of the**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Edd Helms Electric
Special Event Power & Lighting

17850 NE 5th Avenue – Miami, Florida 33162-1008 – www.eddhelms.com
c/o The Westin Diplomat Resort & Spa, 3555 S. Ocean Drive, Hollywood, FL 33019
Telephone: (954) 527-2515 - Fax: (954) 458-9067
Direct Contact: **Michelle Pfefferkorn - Direct Line: (954) 602-8946 – Email: mpfefferkorn@eddhelms.com**

AOFAS ANNUAL MEETING 2013
JULY 17-19, 2013
WESTIN DIPLOMAT RESORT & SPA, HOLLYWOOD, FLORIDA

ELECTRICAL SERVICE INSTRUCTION AND INFORMATION FORM

Order Online at www.eddhelmstradeshows.com.
You can create a Login and Password or place your order as a "guest."
Enter Event ID# 724PNHS
Complete the Exhibitor Information fields and continue to the order form.

Order must be placed online no later than JULY 5, 2013 to secure the advanced rate. The standard rate will apply to all orders received after that date. Be sure you complete the online order through to the end and you receive an email confirmation. If you receive an email stating "Not Processed", your order did not process.

- Island Booths, 208V & higher and any special requests for the location of outlets, other than the rear of the booth, will require labor & material charges. A detailed layout on a grid or CAD drawing in PDF format showing special locations and orientation must be emailed to complete your order. Send to lklawans@eddhelms.com;
- If you are tax exempt in the State of Florida, you must submit a copy of your Annual Resale Certificate or tax will be charged;
- For questions and/or further information, please contact us at the number listed above.

Thank you.

THE WESTIN
DIPLOMAT
RESORT & SPA
HOLLYWOOD, FLORIDA

Technology Services Order

Mail or Fax with Payment to: IT Department
3555 South Ocean Drive
Hollywood, Florida 33019
Fax: 954-602-8860

Please Print Clearly ALL Information on the Form. If available include diagram of your meeting space/booth with phones and internet locations.

For questions you can email: 01402ITContact@StarwoodHotels.com

Event Name:	**Your Company Name:**	**Location for equipment (meeting room or booth #):**

Install Date & Time:	**Removal Date & Time:**	**Your Name (print):**	**Phone number you can be reached:**

Company Address:	**City, State:**	**Zip Code:**

Service	Quantity	Rates	Total
Ethernet Drop with one IP address - Will give you internet connection for one computer/laptop *Please Circle one -* ***WIRED*** *or* ***WIRELESS***		For the initial drop the Fee is as follows - $350 a day, $700 for 2 days and $750 for your duration (3 + Days)	
Additional IP Address - Should you have more equipment that needs internet connections order an IP Address PER item		$100 for each additional IP	

If you choose to bring in your own hub to supply additional connections, the charge of $100 for additional internet feed will still apply. Also, a charge of $200 will be incurred for the properties hubs not returned at the end of the event.

TELECOM NEEDS

In House calls can be made and received with any of the phone lines assigned.

Types of Phone Lines (Standard House Phone included)	Quantity	Advanced Rates	Pop Up Rates	Total	Please Note:
In House phone line - (Outgoing Only) Local and 800 calls. Can be used as credit card line as well.		$75.00	$100.00		***Advanced Rates*** Apply when the order is placed 7 or more days in advance to event.
Long Distance Line - (Outgoing Only) Local and long distance calls.		$150.00	$200.00		***Pop Up Rates*** apply when the order is placed within the 7 or less days advance to the event.
Analog Phone with Direct & Inward Dialing - (*Incoming and Outgoing*) Can make and receive local, 800 and long-distance calls directly to assigned extension. Can also be used as a fax.		$200.00	$250.00		***Usage Charges*** vary based on length of call, area called and amount of calls made.
Polycom Conference Phone with Direct & Inward Dialing - (*Incoming and Outgoing*) Can make and receive local, 800 and long-distance calls directly to assigned extension.		$200.00	$250.00		**Estimated Total for this order** ***(tax not yet applied)*** $
Additional Equipment					
Simple Speaker Phone		$50.00	$75.00		

Exhibitor Event Technology Order Form

THE WESTIN DIPLOMAT RESORT & SPA HOLLYWOOD, FLORIDA

Tell us a little about the event…

Event Name: _____
Event Dates: _____
Event Location: _____

Tell us a little about yourself…

Your Name: _____ Company Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Just a little more information…

On-Site Contact: _____ On-Site Cell Phone: _____
Room: _____ Booth #:_____
Delivery Date/Time: _____@_____ Pick Up Date/Time:_____@_____

What do you need?

Item	Rate	Qty	# Days	Total
Laptop – Windows XP, Office 2010	$300	x _____	x _____	= _____
19" LCD Monitor -15 pin VGA input only	$175	x _____	x _____	= _____
32" HDTV LCD Monitor (stand not included)	$350	x _____	x _____	= _____
50" HDTV LCD Monitor (stand not included)	$650	x _____	x _____	= _____
Monitor Floor Stand for 32" & 50" monitors	$125	x _____	x _____	= _____
Blu-Ray Player Single Disk (requires a monitor)	$100	x _____	x _____	= _____
DVD Player Single Disk (requires a monitor)	$100	x _____	x _____	= _____
House Cable Patch (HD Satellite available by request)	$150	x _____	x _____	= _____
1 Speaker Sound System	$150	x _____	x _____	= _____
Computer Audio Package	$75	x _____	x _____	= _____

Subtotal - Add up all the Totals =_____
Service Charge –Min. $75 or 23% of subtotal (whichever is greater) =_____
State Sales Tax – 6% of subtotal and service charge =_____
TOTAL DUE – sum of subtotal, service charge and tax =_____

For additional equipment or services, please contact our office directly at (954) 602-8900 or email our Sales Dept. at kkeogh@psav.com

What you need to know…

Please note that physical mounting of equipment to exhibit booths is prohibited.

Set up days are considered the 1st day of the rental period.

TAX EXEMPTION: Florida state law mandates that you must provide a valid, non-expired tax exemption certificate for the State of Florida BEFORE any sales taxes are exempted.
CANCELLATIONS: 7 day notice to be given to avoid a 50% charge of order total. Any cancellations within 48 hours of delivery will be billed at full price. Cancellations due to weather will be billed at full price.
LABOR: Technician labor, if required, is subject to the prevailing hourly rate with a 5 hour minimum. PSAV reserves the right to determine if labor is required. On-site additions are subject to additional labor and/or delivery charges.

Fax this form to: (954) 456-3179 Attn: PSAV Sales

FAXING OF THIS FORM DOES NOT CONSTITUTE CONFIRMATION OF AN ORDER. PSAV responds to all requests within 72 hours with the order's status (confirmed or not confirmed). **If you do not hear back from PSAV within 72 hours, RE-SEND THE ENTIRE REQUEST** or call our office at (954) 602-8900. Payment is due when order is placed. Please fill out the attached credit card consent form and send with the order. **NO ORDER WILL BE CONFIRMED WITHOUT COMPLETE PAYMENT INFORMATION**. For additional payment options, please call our office at (954) 602-8900.

SIGNATURE as acceptance of this form in it's entirety:

_____

PSAV
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Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: _____ Property Name: _____

Credit Card Type: *American Express___ Discover___ MasterCard___ Visa___*

Credit Card Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Expiration Date: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____
ZIP Code: _____

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____

(*Name as it should appear on the invoice)*

Invoice/Order Number(s): _____ **Customer PO:** _____

(If a PO # is not provided use loc # and Order ID XXXX XXXX)

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature_____Date_____

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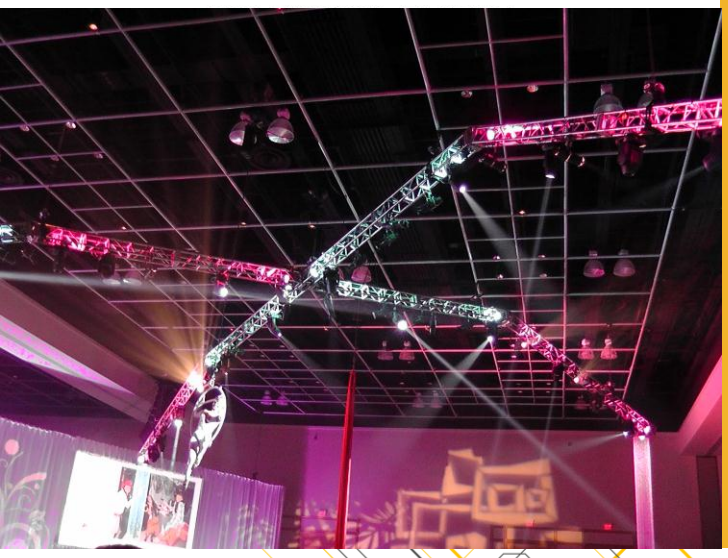
THE WESTIN
DIPLOMAT
RESORT & SPA



Rigging Services

PSAV is proud to serve as the exclusive Rigging provider for the Westin Diplomat Resort and Spa. We are the premier and largest entertainment rigging company in the world, and look forward to providing our clients with the highest level of rigging expertise and service. Please take full advantage of our extensive support resources including an intimate knowledge of the facility, CAD design and drafting services, a full inventory of scissors lifts, boom lifts and crank towers as well as specialty rigging hardware for aerial acts, signage and more. Our ½ ton capacity CM Prostar hoists allow you to achieve maximum trim, and at only 49 pounds, will minimally impact your load limits versus a standard full size hoist. PSAV is your full service rigging support and solutions provider!

Pre-Show Standards

- To ensure a smooth event, we request that you schedule rigging services along with a scaled plot (.DWG, or .VWX) at least 21 days prior to load-in. Please use our quick and easy online form to schedule your event: http://riggingadvance.psav.com/ . If this form and plots are not received at least 14 days prior to load in, double time labor rates will apply. For questions, rates, or CAD drawings, please contact the Rigging Manager, Steve Ferrara sferrara@psav.com, 954-602-8963 or our Director of Sales, Kevin Keogh kkeogh@psav.com , 954-602-8970.

- Please ensure the rigging plot contains the reflective ceiling plan and includes all flown equipment and per point load calculations. Plot acceptance is dependent upon a comprehensive safety review, based on OSHA/ANSI compliance, Industry Standard, and manufacturer guidelines. A great time saving option is to have PSAV draft the CAD drawing and run load calculations for you, which we are happy to do for a standard fee.

On-Site Practices

- PSAV must make all attachments to the ceiling, and is the exclusive provider of rigging labor, aerial lifts, and motorized chain hoists. Also, please make use of our onsite inventory of truss.

- Changes to the previously approved CAD Plot will require PSAV approval and result in additional charges.

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Rigging Equipment Guidelines

- All connections to the ceiling or supporting structure of the Hotel must be made by PSAV riggers.
- Flown equipment may only be moved by PSAV riggers.
- PSAV will not dead hang items over 100 pounds or over 10’ in length with a scissor lift. PSAV provided crank-towers or chain hoists must be used.
- All rigging hardware, truss, or other structures must meet OSHA/ANSI specifications for overhead use. Nuts and bolts must be rated. Wire rope clips, eyebolts, and other hardware must be forged, and/or rated for overhead use. Structural engineering documents are required for custom built truss and other structures.
- A steel safety is required on each item hanging from the truss as well as a backup for synthetic slings.
- There is no rigging allowed from the air-wall tracks anywhere in the building.
- All flown signage or equipment in a public area or meeting space must trim at least 8’ off the floor.
- Additional weight cannot be applied on flown equipment after riggers leave the room.

- Any rigging modifications performed without the supervision of PSAV riggers will be subject to fines (a 2 rigger minimum call) and possible shut down until such changes are inspected and approved by PSAV, all at the expense of the group or production company responsible.
- A scissors lift is required for all rigging calls at the hotel. PSAV has lifts on site and available for rent. The on-site scissor lifts are the only lifts that can be used at The Westin Diplomat.
- Since scissors lifts are not designed or permitted by OSHA or the manufacturer to pick up large looms of cable, any cable picks with more than 4 multi-cables must have a motorized cable bridge. Please note that this applies to Great Hall only, no cables may be picked point to point on the ballroom level.
- In accordance with OSHA standards, any scissor lift operator other than PSAV riggers must present documentation verifying that they have been trained in the safe use of aerial work platforms (scissors lifts).
- Under no circumstances may a person be suspended by, walk or climb upon any point or supporting structure attached to the ceiling.

C.M. Prostar Hoist

- 2005 Model 2127S (3 ph.)
- 30’ lift @ 8’ per min
- Total weight 49lbs. (including chain)
- 1000lbs. lifting capacity.
- Fits inside 12” box truss
- Motion Labs 7 Pin control system
- Custom case protects hotel carpet from chain lube.

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Rigging labor:

- All rigging crews will consist of a minimum of 2 riggers, however the number of riggers and equipment required for your event will be determined by PSAV.
- Five (5) hour minimums will apply on all calls. Time beyond five (5) hours will be billed in hourly increments.
- A 30 minute meal break is required every five (5) hours. A meal penalty will apply for each hour worked beyond five (5) hours without a break, equal to one straight time hour per rigger until a break is provided.
- Riggers will remain onsite until truss is at trim and motor power has been disconnected.
- Please note that any call changes or cancelations must be made with a minimum of 24 hour notice. Cancellations made with less than 24 hour notice will be billed at the minimum rigging call times for the number of scheduled riggers.
- All changes in labor calls must be made with the PSAV hotel Director of Event Technology. Onsite rigging staff cannot change call times.

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Diplomat Great Hall Level Standards

- Attachments in the Great Hall are made to a 3” pipe grid or to the structural steel above. 1000 pounds may be applied to each pipe grid intersection which are on 8’ centers. Also a maximum 500 pound load can be applied anywhere along the spans between intersections. In addition to the pipe grid, 1000 pounds can be hung per panel point to the structural steel. Please see CAD drawing for pipe grid and steel locations.

- Bridling is not permitted in the Great Hall. All rigging attachments must be dead-hung off of the pipe grid or the structural steel above the pipe grid.

- The use of chain hoists is allowed on the Great Hall level; PSAV is the exclusive provider of chain hoists for the Westin Diplomat Resort and Spa.

Diplomat Ballroom Level Standards

- All ballrooms have finished ceilings and **the only rigging permitted is to the skyhooks**. The skyhooks are rated for 750 pounds, dead load only, meaning the use of motorized and manual chain hoists is not permitted. The truss is set on crank-towers, loaded with lights, audio, video, cranked to trim and then dead-off. No dynamic load may be applied to the skyhooks.

- **CHAIN HOISTS CANNOT BE USED ON THE POINTS.**

- Please refer to the CAD files for exact locations of the rigging points.

- There is no access above the finished ceiling. The supporting structure of this level is concrete.

- Cable picks are not permitted due to the distance between points. The truss should be run to the wall and cables dropped at the wall or desired location from the truss.

Aerial Acts

- Aerial acts, in which performers are flown, require special procedures and approvals. These acts are possible to rig in the Great Hall. If you wish to put on an aerial act on the ballroom level, it must be ground supported. Please contact our Rigging Manager, Steve Ferrara sferrara@psav.com, 954-602-8963, for more information

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Rigging Equipment & Labor Rates

Great Hall Level Rigging Point Charges: (Includes Prostar Hoist)	**$215 Daily rate per motor point**
Ballroom Level Rigging Point Charges: Genie Super Towers Required:	**$65 Daily rate per rigging hang point** **$225 Daily rate**
PSAV CAD Design Fee: (additional charges will apply per revision)	**$250 – Original design**
Rigging Plot CAD Safety Review: Required for all non-PSAV designed rigging plots. (additional charges will apply per revision)	**$250 – Initial CAD approval**

Scissor lift rental: **$325 – Daily rate $750 – Weekly rate**

Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event. Scissor lifts are required for the for PSAV provided riggers and available for show rental.

Poly-Tak carpet protection is required for all events at the Westin Diplomat. The amount of poly-tak required will be determined by PSAV and if provided by PSAV, a charge of $750 per 2000 sq. ft. roll will apply.

Labor Rates

Monday — Friday 7am - 5pm	$90/hr.
Monday — Friday 5pm – 12 midnight	$135/hr.
Monday — Sunday 12 midnight - 7am	$180/hr.
Saturday 7am - 12 midnight	$135/hr.
Sunday 7am - 12 midnight	$170/hr.
Holidays — All Day	$170/hr.

Holidays

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving & Christmas Day.

- All prices are subject to change without notice.
- A Service Charge of 23% will apply to all Rigging Services

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Rigging Instructions

Step #1
For questions, up-to-date CAD backgrounds of our facilities and/or rates, please e-mail your request to:

Kevin Keogh, Director of Sales
Westin Diplomat Resort & Spa
954.602.8970 Office
Email to: kkeogh@psav.com

Steve Ferrara, Rigging Manager
Westin Diplomat Resort & Spa
954.553.4001 Mobile
Email to: sferrara@psav.com

Step #2
Schedule rigging services along with a scaled plot (.DWG, or .VWX) and a detailed production schedule at least 21 days prior to load-in. Use our quick and easy online form to schedule your event http://riggingadvance.psav.com/ . The PSAV Rigging Manager will then be in touch if any adjustments are required or if there are any questions that need to be answered. The approval process may take up to 7 business days.

Step #3
The PSAV Rigging Manager will then forward your approved request to the PSAV sales team. The PSAV sales team will provide a rigging estimate for your review and confirmation along with verification of your proposed rigging plot.

Kevin Keogh
Director, Sales
PSAV® Presentation Services

Westin Diplomat Resort & Spa
3555 South Ocean Drive
Hollywood, FL 33019

Direct: 954.602.8970
Fax: 954.456.3179
Visit us on the Web

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AMERICAN ORTHOPAEDIC FOOT & ANKLE SOCIETY.

ExpoBadge® *Defining the Lead...*

AOFAS 29th Annual Summer Meeting
July 17 – 20, 2013
Hollywood, FL – Westin Diplomat Resort & Spa
Exhibitor Lead Retrieval Order Form

Questions: orders@expobadge.com

Complete This Order On-Line | Submit Form by Email

ExpoBadge Lead Retrieval Equipment *Equipment descriptions attached to page 2*	Ordered by June 17, 2013	Ordered after June 17, 2013	Qty	Total
Printer Options: *(All options require electricity <1 amp, 110V)*				
ExpoBadge Lead Print:	$240	$270		0
Wireless: ExpoBadge Lead Print	$305	$355		0
ExpoBadge All-in-One:	$300	$330		0
Wireless: ExpoBadge All-in-One	$435	$475		0
ExpoBadge Network	$640	$670		0
Handheld Scanners: *(Battery operated scanners; no electricity required)*				
ExpoBadge Mobile e-Lead	$240	$270		0
ExpoBadge Mobile e-Lead+	$260	$290		0
ExpoBadge Select	$280	$355		0
Mobile Application				
ExpoBadge Mobile App	$275	$305		0
ExpoBadge Extras:				
Delivery, Setup, and Training	$95	$125		0
Personalized Action Codes: (Up to 20 action codes specific to your needs)	$75	$100		0
Paper: Additional Roll	$17	$22		0
USB Flash Drive	$100	$125		0
Federal Tax ID # 20-8676699		Grand Total:		$0.00

Company Information

COMPANY	CONTACT	BOOTH #
BILLING ADDRESS	CITY STATE	ZIP
EMAIL	PHONE	ONSITE PHONE

Payment Information *Billing Zip Code Required

PAYMENT	☐ AMERICAN EXPRESS	☐ MASTERCARD	☐ VISA	☐ CHECK (Make payable to ExpoBadge)
CREDIT CARD #		EXPIRATION DATE		
NAME ON CARD		BILLING ZIP CODE		

Terms and Conditions: ☐ **I have read and agreed to the following terms and conditions.**

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional $100.00 charge. A non-refundable charge of $2,000.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a $100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a $75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

AMERICAN ORTHOPAEDIC FOOT & ANKLE SOCIETY

ExpoBadge® *Defining the Lead...*

AOFAS 29th Annual Summer Meeting
July 17 – 20, 2013
Hollywood, FL – Westin Diplomat Resort & Spa
Exhibitor Lead Retrieval Order Form

Questions: orders@expobadge.com

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to email address on file within 24 hours of the close of the show. Access to the MyExpoBadge secure web portal will allow you access to your leads in multiple formats: Excel, .CSV, and .TXT

Printer Options	Details	Leads Format
ExpoBadge Lead Print	The **ExpoBadge Lead Print (EBLP)** is a stand alone lead retrieval and printer unit. With the EBLP, you will receive an instant easy-to-read paper copy of your leads. Use your printout to write additional notes or attach to an order form.	Paper Only
ExpoBadge All-in-One	The **ExpoBadge All-In-One (AIO)** is an upgrade from the EBLP. With the AIO, in addition to getting your leads via paper, you will also receive your leads ***electronically***. After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A wireless model is also available.	Paper and Electronic
ExpoBadge Network	The **ExpoBadge Network (EBN)** is our most advanced printer option. The EBN is a printer with two scanners connected ***wirelessly*** to a single printer. This allows you the flexibility for multiple sales people to capture leads in your booth. Similar to the AIO, you will receive a paper and electronic copy of your leads. Additional handheld scanners may be added to this configuration.	Paper and Electronic
Handheld Scanners	**Details**	**Leads Format**
ExpoBadge Mobile eLead	The **ExpoBadge Mobile eLead (EBME)** is a small handheld battery operated scanner that conveniently fits in your pocket. The EBME stores your leads and sends them wirelessly in real time to MyExpoBadge secure web portal. **Instant Leads** technology delivers your leads instantly to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Mobile e-Lead+	The **ExpoBadge Mobile eLead+ (EBME+)** is a small handheld battery operated scanner that provides a graphic display to create the smallest full featured bar code lead retrieval terminal in the industry. The EBME+ will time and date stamp your booth traffic. **Instant Leads** technology delivers your leads instantly to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Select	The **ExpoBadge Select** offers a large color display and allows for free form notes to be entered. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.	Electronic
Mobile Application	Mobile lead retrieval made smart! Capture, qualify and follow up your lead from your iPhone or Android, or use alongside traditional lead retrieval equipment. Scan the badge and use advance custom follow up action list or add note. Add sophisticated surveying capabilities, including multiple choice and open text responses. Take pictures of attendees and add items to your digital tote bag for later follow up. Instant Leads technology delivers your leads immediately!	
Delivery, Setup and Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]	
USB Flash Drive	Portable 2GB USB device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.	

AMERICAN ORTHOPAEDIC FOOT & ANKLE SOCIETY

ExpoBadge® *Defining the Lead...*

AOFAS 29th Annual Summer Meeting
July 17 – 20, 2013
Hollywood, FL – Westin Diplomat Resort & Spa
Exhibitor Lead Retrieval Order Form

Questions: orders@expobadge.com

Personalized Action Codes to meet your specific sales needs!

ExpoBadge offers each exhibitor a complimentary list of standard action codes. Or, for an additional fee, you can personalize your action codes in order to better qualify each lead.

Enter personalized action codes using our online order form or complete the template below and return it via fax or email.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Please type or print legibly.

Custom Action Codes cannot include these characters: (apostrophe) ', (slash) /, (backslash) \, (period) .,(caret) ^, or (quote) ".

Standard Action Codes:

- ■ ADD TO MAILING LIST
- ■ CURRENT CUSTOMER
- ■ DISTRIBUTOR
- ■ HAS PURCHASING AUTHORITY
- ■ HAVE SALES REP CALL
- ■ HOT LEAD!
- ■ INQUIRY ONLY
- ■ INTERESTED BUYER
- ■ OEM
- ■ PRODUCT A
- ■ PRODUCT B
- ■ PRODUCT C
- ■ PRODUCT D
- ■ PRODUCT E
- ■ PRODUCT F
- ■ SCHEDULE DEMONSTRATION
- ■ SEND LITERATURE
- ■ SEND PRICING INFO
- ■ VAR
- ■ WANTS PRESENTATION

Company Name: _____

Show Name: AOFAS 2013

Booth Number: _____

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sunfloral

Plant/Floral Order Form
Deadline Date: July 2, 2013
Fax order to: (954) 337-3369

PO Box 2778, Apopka, FL 32704
Phone (954) 288-9091 ~ Fax (954) 337-3369 Email: info@sunfloral.com

Event Name: AOFAS Annual Summer Meeting	Location: Westin Diplomat Resort
Company Name:	Booth number:
Address:	City, State & Zip:
Phone Number:	E-mail:
Payment method: □ Company Check No:	□ Credit card (Visa/Mastercard/AMEX)
Credit Card Number:	Expiration Date: Verification No.:
Card Holder Name:	Signature:

Fresh Arrangements	Requests/Comments	Rate		Quantity	Total
Circle Selection:	One-Sided/All Around	Seasonal	Tropical		
Small arrangement (12")		$80	$100		
Large arrangement (24")		$100	$150		
Bud vase or *Eco-alternative 4" Flowering Plant		$20	$25		

Flowering Plants	Requests/Comments	Rate	Quantity	Total
Flowering plant (seasonal)		$30		
Green tabletop plant (6")	*Eco-friendly alternative	$25		
Bromeliad (6")*Eco-friendly alternative to fresh floral		$30		
Orchid (6") *Eco-friendly alternative to fresh floral		$35		
Bubble bowl	Business card/candy dish)	$25		

Green Plants	Circle Selection	Rate	Quantity	Total
Small vine (6")	Pothos/Ivy/Fern	$27		
Large vine (8")	Pothos/Ivy/Fern	$33		
2 foot plant (10")	Arboricola/Ficus Bush	$39		
3 foot plant (10")	Spathiphyllum/Croton	$45		
4 foot plant (10")	Palm/Ficus	$55		
5 foot plant (12")	Palm/Ficus	$65		
6 foot plant (14")	Palm/Ficus	$95		
7 foot tree & up - call for quote & availability	Starting at	$130		

Miscellaneous	**Limited Availability**	Rate	Quantity	Total
Cedar Umbrella Table (includes White Umbrella)		$450		
Square Cedar Planter Box (21"L x 21"W x 17"H)		$175		
Rectangular Cedar Planter Box (41"L x 21"W x 13"H)		$225		
Gourmet Fruit Basket: Small $100	Medium $150	Large $200		
Balloon Bouquet: Small (table) $50	Medium $ 75	Large $100		

Packages	Description	Rate	Quantity	Total
SunSational Package (2 4ft plants & 2 flowering plants)		$155		
SuniDaze Package (one each of 2ft, 3ft & 4ft plants)		$120		
SunGarden Package (2 square cedar planters)		$300		
SunBlocker Package (2 rectangular cedar planters)		$400		

Sub-Total $ _____ Tax (6.5%) $ _____ Delivery Fee $20 Total $ _____

To ensure availability orders must be received two weeks prior to the event. A cancellation fee will be assessed if notification is received less than 24 hours pior to the published move in date and time. Most specialty items are non-refundable. Please contact us for a complete copy of terms and conditions.